

WESTPORT BOARD OF EDUCATION

AGENDA*

(Agenda Subject to Modification in Accordance with Law)

PUBLIC CALL TO ORDER

6:00 p.m., Staples High School, Room 1025c

EXECUTIVE SESSION: Pending Litigation

RESUME PUBLIC SESSION/PLEDGE OF ALLEGIANCE

7:00 p.m., Staples High School, Cafeteria B (Room 301)

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS (15 MINUTES)

MINUTES: September 20, 2021

DISCUSSION/ACTION

- 1. Gifts, *page 3* (Encl.) Mr. Thomas Scarice

DISCUSSION

- 1. Health Report Ms. Suzanne Levasseur
- 2. Stepping Stones Preschool Information Update, *pages 4-21* (Encl.) Mr. Michael Rizzo
Ms. Megan Clarke
- 3. Transportation Update Ms. Buffy Barry
- 4. Proposed Board of Education Meeting Dates 2022-2023, *page 22* (Encl.) Mr. Thomas Scarice
- 5. Policy Committee Update and First Reading of the following: (Encl.) Ms. Karen Kleine
 - Policy 1330/3515, "Use of School Facilities" (revision), *pages 23-27*
 - Policy 1250 "Visitors and Observations" (revision), *page 28*
 - Policy 1212 "Volunteers" (revision), *pages 29-30*
 - Policy 4118.11/4218.11, "Non-Discrimination" (revision), *pages 31-33*
 - Policy 4118.112/4218.112, "Sex Discrimination and Sexual Harassment" (revision), *pages 34-36*
 - Policy 6162.51 "Student Privacy" (new), *pages 37-43*
 - Policy 1700, "Possession of Firearms on School Property" (new), *pages 44-45*
 - BOE Bylaw 9324, "Meeting Conduct" (revision), *pages 46-47*
 - Policy 6161, "Instructional Materials Selection" (revision), *pages 48-50*
 - Policy 6141, "Curriculum Design/Dev/Revision" (new), *page 51*

ADJOURNMENT

*A 2/3 vote is required to go to executive session, to add a topic to the agenda of a regular meeting, or to start a new topic after 10:30 p.m. The meeting can also be viewed on Cablevision on channel 78; Frontier channel 6021 and by video stream @www.westportps.org
PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:

- Comment on non-agenda topics will occur during the first 15 minutes *except* when staff or guest presentations are scheduled.
- Board will not engage in dialogue on non-agenda items.
- Public may speak as agenda topics come up for discussion or information.
- Speakers on non-agenda items are limited to 2 minutes each, except by prior arrangement with chair.
- Speakers on agenda items are limited to 3 minutes each, except by prior arrangement with chair.
- Speakers must give name and address, and use microphone.
- Per Board policy, speakers must be town residents or employees
- Responses to questions may be deferred if answers not immediately available.
- Public comment is normally not invited for topics listed for action after having been publicly discussed at one or more meetings.



WESTPORT PUBLIC SCHOOLS

THOMAS SCARICE
Superintendent of Schools

110 Myrtle Avenue
Westport, Connecticut 06880
Telephone: (203) 341-1025
Fax: (203) 341-1029
tscarice@westportps.org

To: Westport Board of Education Members
From: Thomas Scarice, Superintendent of Schools
Re: October 4, 2021 Board of Education Meeting
Date: September 30, 2021

Provided below for Board consideration is an overview of the meeting agenda items for October 4, 2021. The meeting will be held in-person.

Discussion /Action

1. Gifts

The depth of the athletic program we offer our students is remarkable. In order to accommodate the considerable athletic student body, over the years, a number of athletic support clubs have provided funds to cover the costs of additional coaches in our programs. These positions, largely assistant coaches, are to help supplement our programs due to either an increase in participation rates, or needed supervision to maintain appropriate levels of safety. This process must be done through formal Board of Education action in accepting donations.

The Staples Athletic Department is asking the Board to accept the gift of the fall coaching stipends from the Girls Soccer Booster Club, Boys Soccer Booster Club, The Gridiron Club, and Boys Water Polo Booster Club to cover the costs of 12 assistant coaches across these programs.

Discussion

1. Health Update

Supervisor Health Services, Sue Levasseur, and I will share the latest information related to virus transmission levels and trends in the region, the most recent guidance provided by the Connecticut Department of Public Health and Department of Education, and the most updated status of the mitigating measures the district is employing. We will also update the Board on the recent outbreak at Saugatuck Elementary School, as defined by the Connecticut Department of Public Health by a sudden rise in cases. Again, the transmission rates are showing signs of leveling off. Yet, the impact on Saugatuck is substantive. We continue to see little to no transmission in our schools and in our secondary school populations, where most students are vaccinated, we see very little positive cases. . The vaccination mandate deadline for WPS employees has arrived and Sue and Assistant Superintendent for Human Resources and General Administration, John Bayers, will give an update on that process.

2. Stepping Stones Preschool Information Update

Stepping Stone Preschool (SSP) currently serves 74 preschoolers, both special needs and typical students. Stepping Stones Preschool is a language-based, early intervention program located within Coleytown Elementary School. The program is designed to serve a “reverse mainstream” model of programming. The instructional model is driven by the Connecticut Early Learning and Developmental Standards (ELDS). These standards describe what preschoolers should know and be able to.

Assistant Superintendent for Pupil Services, Mike Rizzo, and SSP Director, Megan Clarke, along with members of the SSP team and a SSP parent, will lead a presentation on the overall program, enrollment drivers, and future considerations. One of those considerations is related to the space needs. We have begun initial conversations with our partners with Colliers, International on this topic and shared this initial step with the Finance and Facilities Committee Friday morning.

3. Transportation Update

Transportation has been most challenging this year, particularly at the elementary level at dismissal. We are taking steps to tighten up our operations, yet some of the variables may be out of our control, such as a notable increase in traffic volume in town. Buffy Barry, our Transportation Coordinator, will meet with the Board to share her work with our provider, Datto, and with other resources to determine how to improve our transportation services this year.

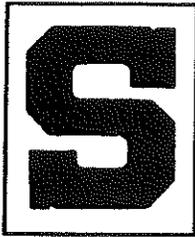
4. Proposed Board of Education Meeting Dates 2022-2023

The attached calendar lists the proposed Board of Education meeting dates for the 2022-2023 school year. You will notice the extra meeting dates in January to accommodate for the budget deliberations.

5. Policy Committee update and First Reading of Policies

Policy Committee Chair, Karen Kleine, and Assistant Superintendent of Human Resources and General Administration, John Bayers, will share recently reviewed draft committee policies for a first reading:

- Policy 1330/3515, "Use of School Facilities,"
- Policy 1250 "Visitors and Observations,"
- Policy 1212 "Volunteers,"
- Policy 4118.11/4218.11, "Non-Discrimination,"
- Policy 4118.112/4218.112, "Sex Discrimination and Sexual Harassment,"
- Policy 6162.51 "Student Privacy,"
- Policy 1700, "Possession of Firearms on School Property,"
- BOE Bylaw 9324, "Meeting Conduct,"
- Policy 6161, "Instructional Materials Selection," and
- Policy 6141, "Curriculum Design/Dev/Revision."



WESTPORT PUBLIC SCHOOLS • STAPLES HIGH SCHOOL
70 North Avenue, Westport, Connecticut 06880

MARTY LISEVICK Director of Athletics
Phone: 203-341-1263 Fax: 203-341-1261

Tom Scarice
Superintendent
Westport Public Schools
Westport, CT 06880

9/27/2021

Tom,

The Staples Athletic Department is asking Westport BOE to accept the gift of the fall coaching stipends below from the associated booster clubs. These are to help supplement our programs due to increase in participation rates and needed supervision/safety concerns.

Girls Soccer Booster Club - Thomas Newell – Asst. Coach - \$4,530.00
Boys Soccer Booster Club - Russell Oost-Lievense – Asst. Coach - \$4530.00
Boys Soccer Booster Club – Joseph Greenwald – PT Asst. Coach - \$500.00
Gridiron Club – Alexander Horton – PT Asst. Coach - \$2515.42
Gridiron Club – Matthew Bohn – PT Asst. Coach - \$2515.42
Gridiron Club – Thomas Barreca – PT Asst Coach - \$2515.42
Gridiron Club – Tre Wilson – PT Asst Coach - \$2515.42
Gridiron Club – Philip Abraham – PT Asst Coach - \$2515.42
Gridiron Club – Dan Devore – PT Asst Coach - \$2515.42
Gridiron Club – Jefferson Kitt – PT Asst Coach - \$2515.42

Boys Water Polo Booster Club – Juan Sierra- Giraldo – PT Asst Coach - \$805.00
Boys Water Polo Booster Club – Francisco Giraldo – PT Asst Coach - \$2515.42

Please let me know if I can be of further assistance. Thank you for your consideration.

Sincerely,

Marty Lisevick



**Board of Education Meeting
October 4, 2021**

Presented by:

Megan Clarke, Preschool Director

Dr. Melissa Sakowich, School Psychologist

Sarah Ahearn, Speech Language Pathologist

Kimberly Greenberg, Parent

Westport Public School's Responsibility under IDEA

- Special education and related services are required by federal and state law.
- Early childhood special education as defined by the federal law known as the Individuals with Disabilities Education Act (IDEA) is for 3-, 4- and 5-year-old children with disabilities who require special education.
- In Connecticut, special education and related services are available to eligible children by age 3 and are provided by local and regional school districts.

What is Stepping Stones?

- Stepping Stones Preschool is a language based, ***early intervention program*** located within Coleytown Elementary School.
- We are a ***reverse mainstream*** preschool program.
- Stepping Stones is aligned with the Connecticut Early Learning and Developmental Standards (ELDS) and the Common Core.
- The ELDS are the foundation for young children for what they should know.



Our Staff

36 Staff Members

- Special Education Teachers
- Paraprofessionals
- School Psychologist
- Social Worker
- Physical Therapists
- Occupational Therapists
- Speech-Language Pathologists
- Consulting BCBA



Stepping Stones Provides...

- **Developmentally appropriate learning experiences to children identified as having specific developmental delays in one or more of the following domains:**
 - Cognitive
 - Language
 - Social-Emotional
 - Motor Functioning
- **Identified Disabilities include:**
 - Autism
 - Developmental Delay (up until age 6)
 - Speech/Language Impairment
 - Other Health Impairment/ADHD
 - Intellectual Disability
 - Vision/Hearing Impairment
 - Multiple Disabilities
- **A language enriched preschool experience for typically developing children to serve as role models**

Inclusion

A cornerstone of the program is the integration of students without identified special needs who provide modeling of age-appropriate skills in all areas of development.

Reverse Mainstreaming: The practice of bringing nondisabled peers into a special education setting for the purpose of modeling language and social skills.

- **The goal of our preschool is to be at a 50 – 50 ratio of students with and without disabilities, 100 % of the time.**

Typical Peer Models: 31%

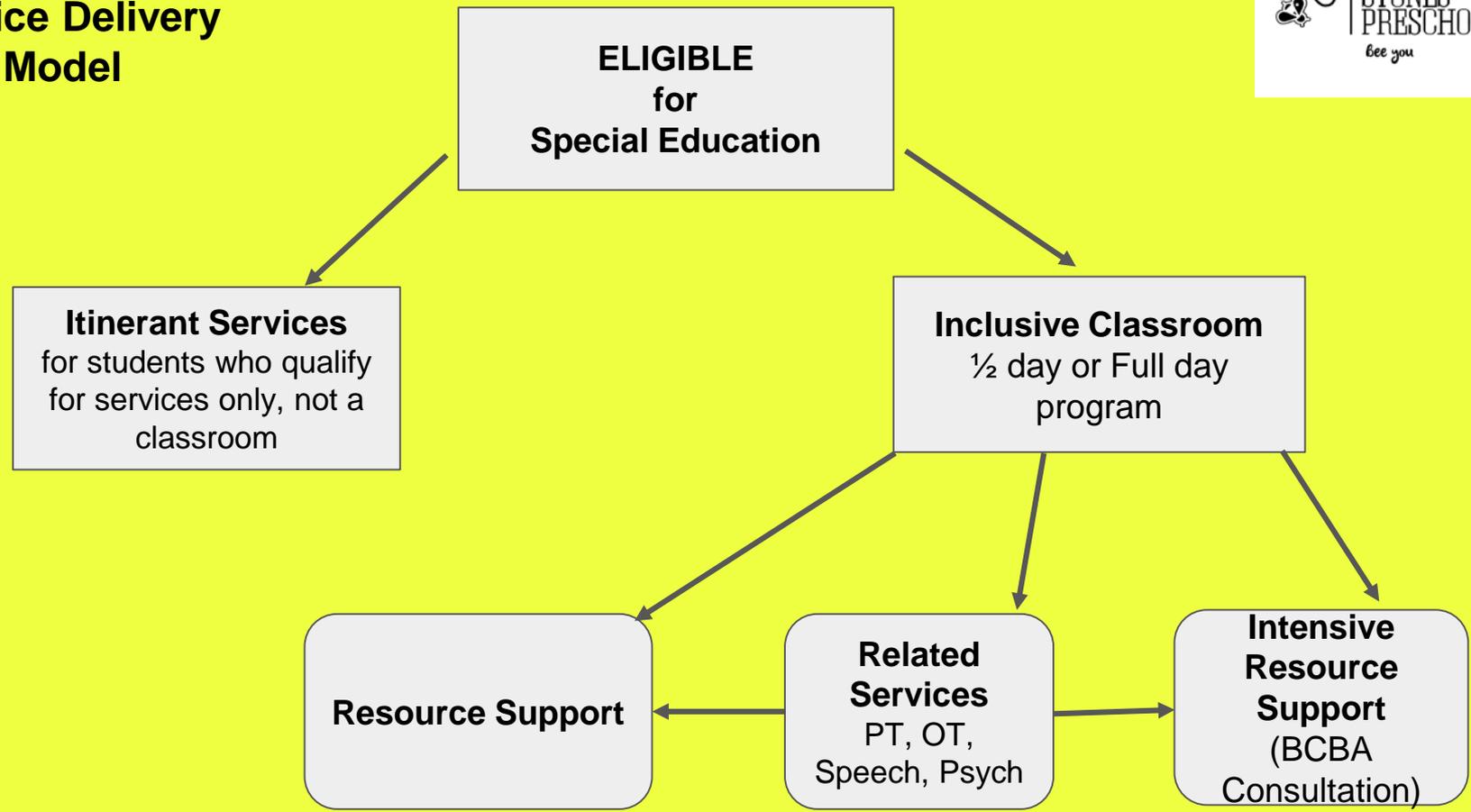
Current Structure

6 Classrooms

- Current class size: 13 (projected to be at 18 by end of year)
- Each class is taught by one special education teacher with the support of one classroom paraprofessional.
- Additional paraprofessional support based on individualized needs within the classroom.



Service Delivery Model



(Includes individual, small group, and in class support)



What drives our enrollment?



Child Find: Local school districts are responsible for identifying children with disabilities who live or attend a school in their town.

- **Monthly Screenings:** Identification of students who may be at risk for developmental delays (cognitive, speech, fine/gross motor, behavior) conducted by school-based team
- **Preschool Liaison:** A special education teacher consults and facilitates communication between local preschools and comprehensive Westport Public Schools team



What drives our enrollment?

Birth to Three: Children who are identified with delays through the state Birth to Three system are referred, evaluated and if determined eligible begin services on their third birthday.

Parent Referrals: Parents directly contact the preschool with concerns about their child's development.

Move-Ins: Students move to Westport who have previously been found eligible for services in another district/state.

Peer Models: Parents with students without disabilities apply to be part of our program.

The Journey Begins Here

Setting the stage for a collaborative partnership with families begins at Stepping Stones Preschool.



Supporting Parents and the Community



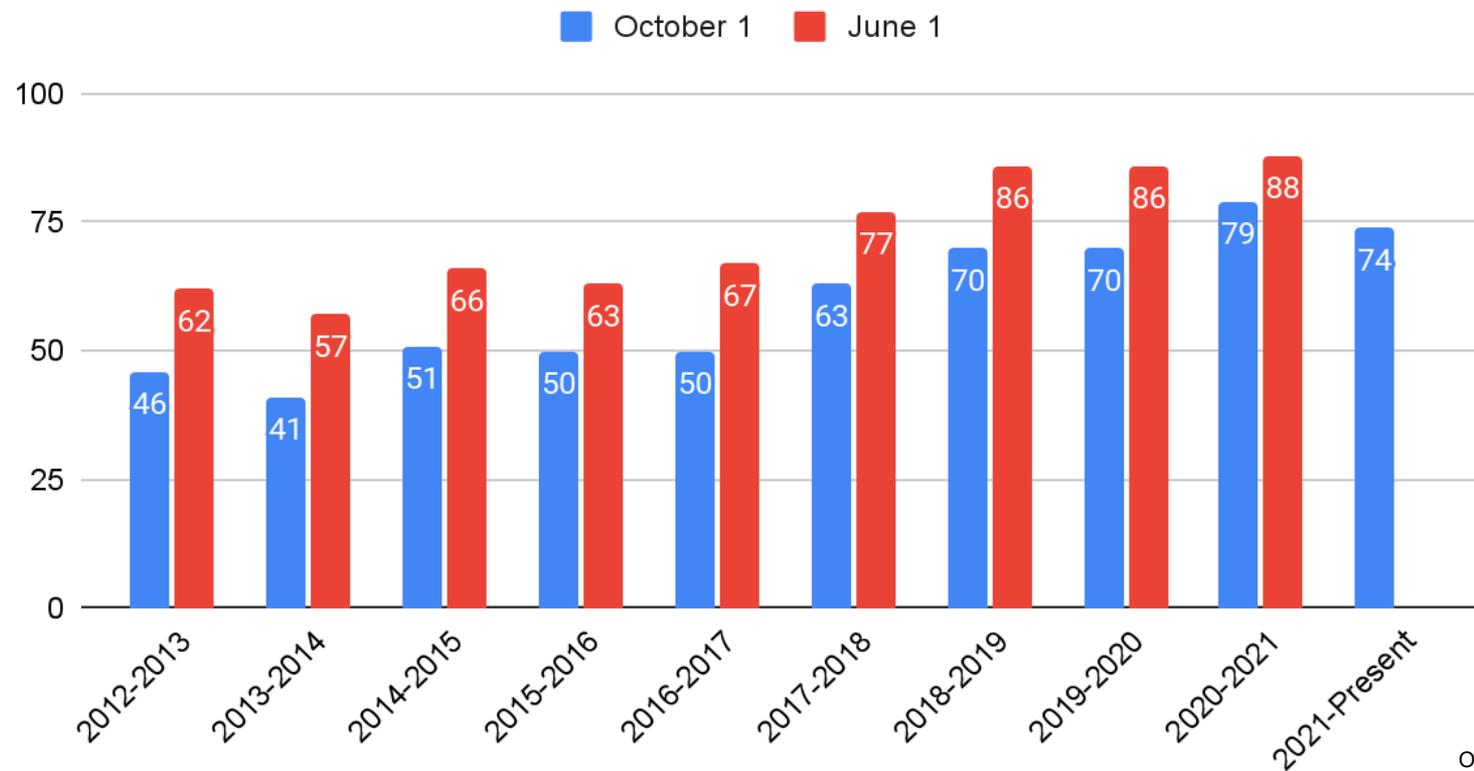
Parent Involvement

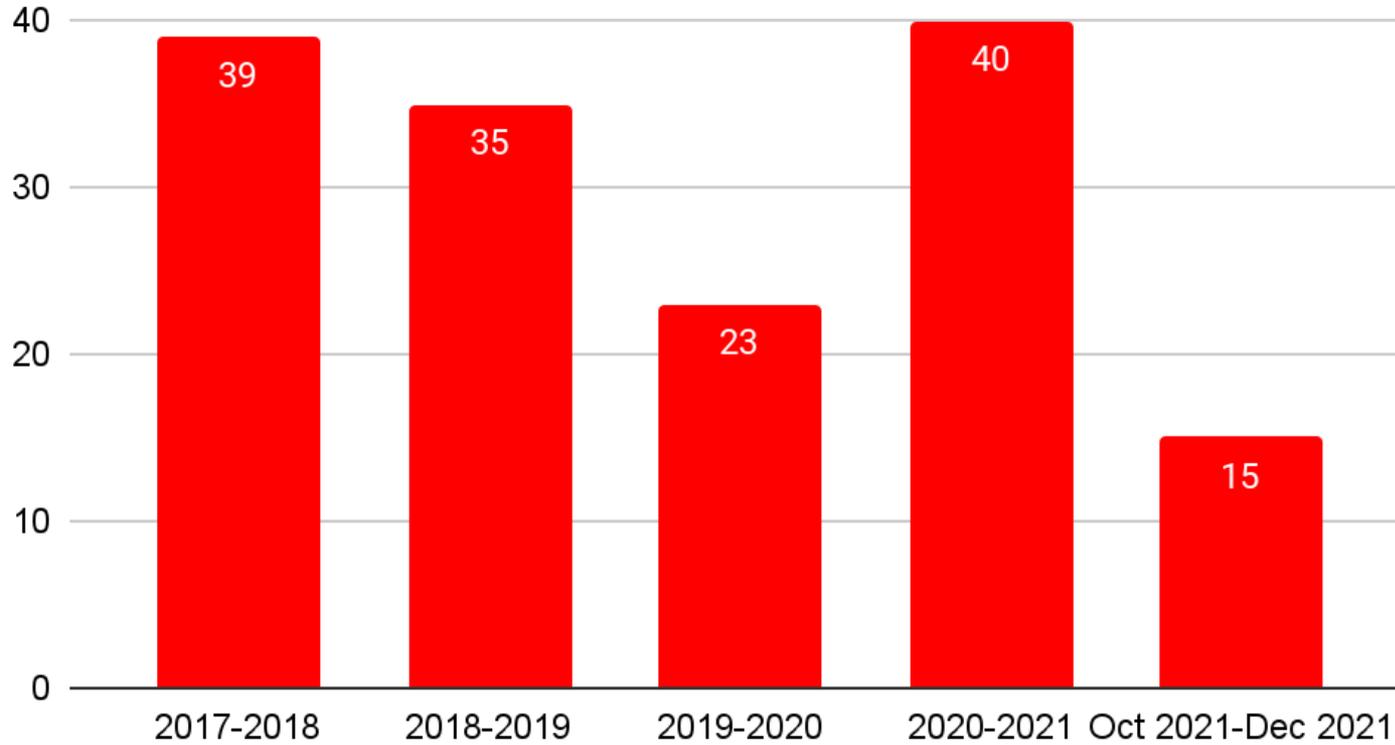
- Our team provides parent training to assist in supporting the generalization of skills at home.
- Parents are able to come to a service to observe and learn new strategies to support their child at home.
- Parents are also invited to come and participate in special classroom events throughout the year.



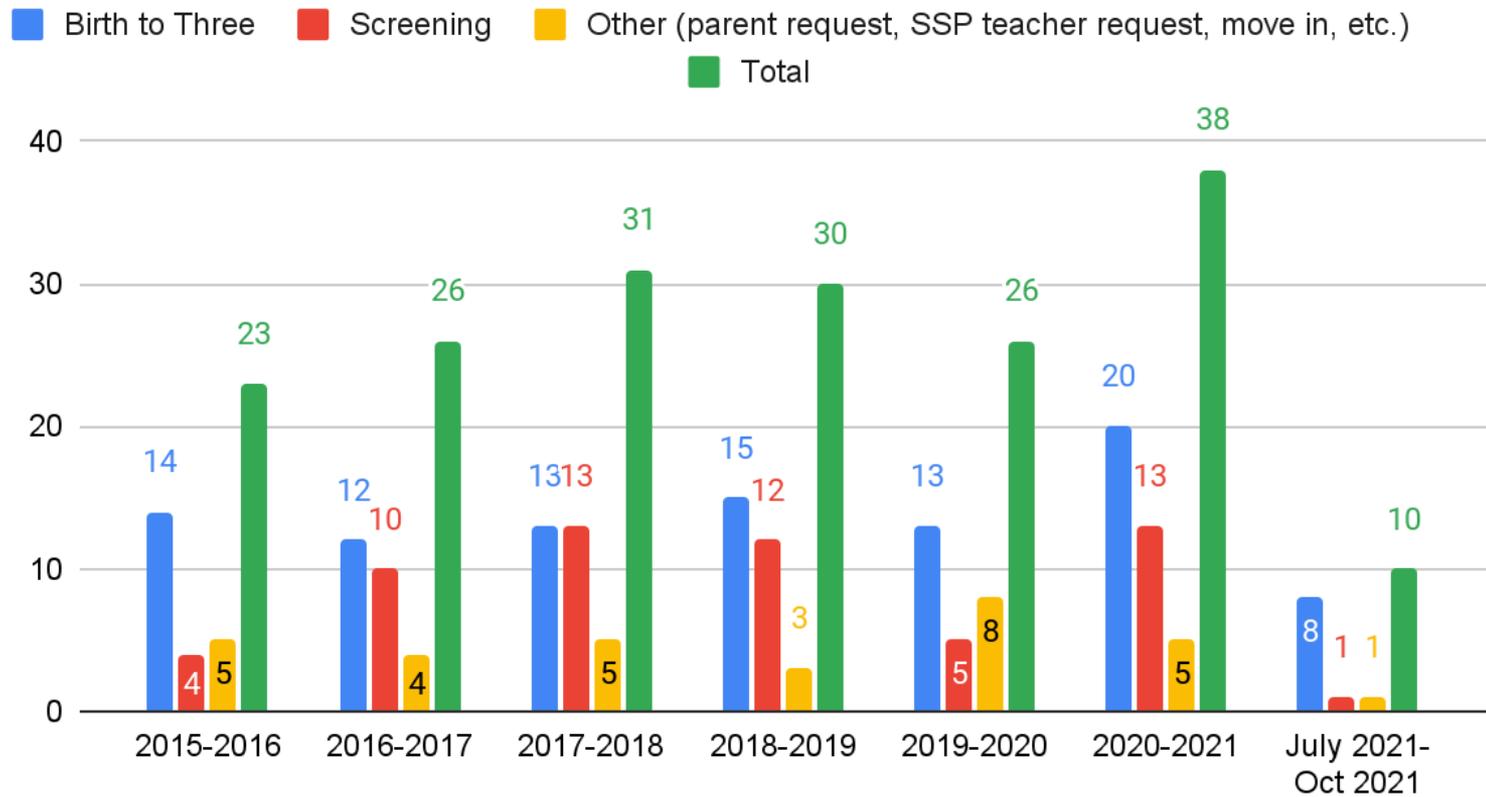
- **Our full time SSP community liaison consults with the 22 community based preschools to support the needs of students within their programs.**
- **As part of the child find process, the SSP community liaison is the first point of contact when a parent or preschool has a concern about a child's development.**

Enrollment Trends





Screenings



Evaluation Trends

Meet Parker



Looking Ahead

We must be able to accommodate our increasing enrollment of special education students.

- Adequate number of classrooms and therapy rooms with room to grow
- Developmentally appropriate facilities (e.g., bathroom, sinks, playground)
- Increase our nondisabled population to reach a 50-50 ratio for reverse mainstream inclusive classrooms
- Offer a competitive program for the community to consider when selecting a preschool for their child

To have a state of the art Early Childhood Program that is a model for our state.

- Internships with high school students interested in early childhood
- Hosting Professional Development activities with community preschools
- Develop partnerships with early childhood programs at local universities



WESTPORT PUBLIC SCHOOLS 2022-2023 BOE MEETING DATES

DRAFT

- School in Session
- Teacher Professional Development
- Snow Dates
- BOE Meeting Dates

KEY DATES

- Aug 25-26, 29** Professional Development
- Aug 30** First Day of School
- Sept 5** Labor Day
- Sept 26** Rosh Hashanah
- Oct 5** Yom Kippur
- Oct 12** Early Release/Professional Development
- Nov 8** Election Day – Professional Development
- Nov 23** Early Dismissal
- Nov 24-25** Thanksgiving Recess
- Dec 26-Dec 30** Winter Recess
- Jan 16** Martin Luther King Jr. Day
- Feb 20** Presidents' Day
- Feb 17** Professional Development
- Feb 20-24** February Recess
- March 22** Early Release/Professional Development
- Apr 7** Good Friday
- April 7-14** Spring Recess
- May 29** Memorial Day
- June 14** Last Day of School/Graduation (Early Release)

Students: 182 days

Teachers: 187 days

There are 5 snow days built into the calendar. If there are no snow days students' last day will be June 14. In the event that additional make-up days are needed, District schools will use, in the following order: Monday, April 10; Tuesday, April 11; Wednesday, April 12; Thursday, April 13; Friday, April 14.

July 2022						
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31						
August 2022						
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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Business/Non-Instructional Operations/Community Relations

Use of School Facilities

In accordance with Conn. Gen. Stat. § 10-239, the Board of Education may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board of Education may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board of Education shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

A. Authorized Users/Order Of Priority

1. The Westport public school program has 1st priority in the use of all school facilities.
2. The Westport Continuing Education (WCE) program (including Adult Education and Summer School) has next priority after the regular program.
3. The Westport Department of Parks & Recreation (DPR) has 3rd priority for use of facilities.
4. Activities of school-related organizations, e.g., PTA, booster clubs and parent support groups shall have 4th priority for use of school facilities.
5. When not being used by the above groups, school facilities may be made available to other users, limited to agencies of the Town of Westport, and Westport-based, private non-profit groups, at least 50% of whose membership and/or participants must be Westport residents, for uses not directly competitive with school-sponsored activities, e.g., adult education, summer school, etc.

6. Use by the media or individual photographers, filmmakers, etc., wishing to photograph, televise or film school facilities or activities, is governed by the media access policy.

B. Requirements and Application Procedures

1. Written permission from the Superintendent or designee is required for all outsiders' use of buildings and equipment, use of grounds for any purpose involving 25 or more people (including participants and spectators), or use of parking lots on a weekend or after school hours by Westport residents for guest parking for a wedding or other private (non-commercial) event. Non compliance with this stipulation will constitute trespassing.
2. Applicants shall file a complete application with the facilities manager in the maintenance office.
3. All users not covered by the Westport Town/Board of Education insurance policy must provide a liability insurance certificate of no less than \$5 million, naming the Westport Board of Education/Town of Westport as additional named insureds. Insurance limits will be reviewed and updated periodically by the Assistant Superintendent for Business.

B. Requirements and Application Procedures (continued)

4. Police and/or fire department protection may be required at the users' expense. This condition is to be determined by the supervisor of buildings, in consultation with the relevant departments.

C. Usage Types:

Standard Use is defined as routine meetings, programs, classes, etc.

Major Use which requires a surcharge, is defined as having one or more of the following characteristics:

- Creates significant wear and tear.
- Funds are raised through admission charges (including "voluntary" contributions), sale of merchandise, raffles, door prizes, etc.
- Event uses vendors' or exhibitors' booths.
- Event uses the Staples field house.
- Event at any school requires two major facilities: (gym, cafeteria, auditorium). Ten or more classrooms = major facility.
- Event involves more than 500 participants or attendees.

D. Classification Of Groups For Payment Of Fees And Rent

(Identified groups are examples; groups not listed will be classified by Superintendent or designee).

***Category I Users No Rent For Standard Use**

Category I includes:

- a) **School-Related:** e.g., student organizations, PTAs, parent support groups affiliated with school teams, clubs, etc., recognized parent advocate groups such as CLASP, etc.
- b) **Town Groups:** Town boards, commissions, and committees; DPR, Senior Center, Health District, Library, Transit District, Levitt Pavilion, First Night, etc.
- c) **Youth-Serving:** Westport-based non-profit youth-serving groups, such as: Boy & Girl Scouts, Little League, PAL, Babe Ruth League, Westport Soccer Association.
- d) **Grandfathered Groups:** Power Squadron, Red Cross, Westport Arts Center.
- e) **Others:** Superintendent or designee may waive or reduce fees for state/national professional or educational organizations; or for other groups serving the public interest; or for elected officials holding public meetings.

***Category II Users Basic Rent: Westport-Based Community Groups**

Category II includes:

- a) Westport agencies supported by the United Way, and non-profit service organizations that serve Westport, e.g., Rotary, Kiwanis, Masons, Westport Woman's Club, Westport Young Woman's League, Veterans' groups, Nursing and Home Care, etc.
- b) Westport political, religious and ecumenical groups. (Depending on the nature of the activity, e.g., summer camps or on-going programs for which fees are charged, these groups may be classified as Category III for rental fee purposes.)
- c) Westport YMCA: for use of pool only, with special financial arrangements.

***Category III Users Basic Rent Doubled: Westport-Based Private, Non-profit, Educational, Recreational, Cultural, Social or Athletic Groups**

Category III includes: private schools, private nursery schools, dance academies, drama groups, music groups, children's activity programs, etc., at least 50% of whose members or participants are Westport residents.

***Category I, II And III Users: Additional Charges For Major Use**

When a Category II or III group makes major use of facilities for fund-raising programs involving commercial, entrepreneurial, profit-making organizations or activities, Superintendent or designee may require a contribution to the school's student activity fund, amount to be determined by Superintendent, but no less than \$1000.)

Other Users: Under unusual circumstances, the Superintendent may permit one-time or occasional use of facilities to educational, civic, cultural, etc., organizations from neighboring towns, etc.; the Superintendent shall judge requests individually and determine rental category.

All Categories: Must pay custodial, kitchen workers' and other applicable fees, including fees for covering the gym and field house floors if necessary. All groups pay surcharge for major use. Superintendent may reduce surcharge by 50% for Categories I and II if event is a fund raiser benefiting the Westport schools or the public, or when the event itself is a public service. Rental fees, administrative fee and surcharge required in advance. Personnel charges are billed.

Special Conditions: Regardless of user's category, the Superintendent (or designee) may

impose special conditions or may deny permission when it is judged that the requested use may produce undue wear and tear on facilities, would cause disruption to the regular school program, be detrimental to the public image of the school system, impact negatively on the scheduled maintenance or cleaning of the schools or otherwise not be in the interest of the school system or the Town.

E. Restrictions On Use Of School Facilities

1. Illegal activities will not be tolerated.
2. School facilities may not be rented by individuals, businesses or trade organizations or used for private purposes.
3. No school facility may be used by individual entrepreneurs, either Westport Board of Education employees or others, to give private instruction for a fee to individuals or groups.
4. School facilities may not be used for the promotion of any commercial interest or private or corporate gain except in conjunction with a fund-raising activity by a permitted, non-profit user. In such cases, regardless of category, users may be required to make a donation to the student activity fund of the school of a minimum of \$1,000 in addition to paying custodial costs and applicable rental fees. The decision about whether to require a donation, and the amount of the donation, will be made by the Superintendent or designee, in consultation with the sponsor of the program.
5. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
6. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products or alcoholic beverages shall not be permitted.
7. Obscene advertising, decorations or materials shall not be permitted on school property.
8. Users must comply with all administrative regulations governing use of school facilities. Non-compliance may result in revocation of privileges.

F. Health and Safety Protocols

In order to use school district facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by the school district at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage, and health screenings of individuals requesting access to the facilities.

All exceptions to this policy require approval of the Superintendent, whose decision on all aspects is final.

Legal Reference: ~~Connecticut General Statutes~~ [Conn. Gen. Stat. § 10-239](#) ~~Use of School-Facilities for Other Purposes~~
[Conn. Gen. Stat. § 10-215f](#)
[Conn. Gen. Stat. § 10-221q](#)

Policy adopted: July 29, 2004

Revised: November 19, 2019

Revised: June 14, 2021

Revised:

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Community Relations

POLICY REGARDING VISITORS AND OBSERVATIONS IN SCHOOLS

~~In order to~~ To promote a safe and productive educational environment for all students and staff, the Board requires all visitors to receive prior approval from the school Principal or his/her designee before being permitted to visit any school building during the school day. The Board, through the administration, reserves the right to grant access to school buildings in accordance with the school's prescribed procedure for scheduling, as applicable, and administrative regulations.

The Board further desires to work collaboratively with parents with an educational nexus with the district, its educational programs or the student being observed, to observe their students in their current classrooms or observe proposed educational placements in the Board's schools. The Board, through the administration, reserves the right to limit observations of current and proposed educational placements in accordance with administrative regulations and the Board's Guidelines for Independent Educational Evaluations.

Upon arrival, all visitors and observers must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors' reception area of the school office, prominently displaying visitors' badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors/observers have authorized access, and complying with directives of school officials at all times. [All visitors and observers permitted into school buildings or on school grounds must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.](#)

Legal References:

“Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations,” Connecticut State Department of Education (Mar. 28, 2018).

Policy adopted: November 5, 2018

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Community Relations

School Volunteers, Student Interns and Other Non-Employees

The Board of Education recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school's educational environment and ultimately enrich students' school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environments. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Administration.

Volunteers, interns and other such non-employees working within the schools ("volunteers") must work under the supervision of Westport Public Schools staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board of Education policies, including applicable policies on the confidentiality of student information.

Volunteers may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families ("DCF") Child Abuse and Neglect Registry. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the Westport Public Schools.

[All volunteers must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.](#)

No employee of the Westport Public Schools shall serve as a volunteer in any capacity, except as may be approved by the Superintendent or his/her designee based on the specific situation.

Persons interested in volunteering their services should contact the school principal.

Legal Reference:

Connecticut General Statutes § 10-4g
Connecticut General Statutes § 10-220
Connecticut General Statutes § 10-235
Connecticut General Statutes § 54-250 et seq.

Policy adopted: June 14, 2021

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Personnel --Certified/Non-Certified

Non-Discrimination

The Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability, ~~(including pregnancy)~~, genetic information, veteran status, or gender identity or expression, except in the case of a bona fide occupational qualification.

It is the policy of the Board of Education that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability, ~~(including pregnancy)~~, genetic information, veteran status, or gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board of Education to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability, ~~(including pregnancy)~~, veteran status, or gender identity or expression.

For the purposes of this policy, "genetic information" means the information about genes, gene products, or inherited characteristics that may derive from an individual or a family member. "Genetic information" may also include an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

For the purposes of this policy, "veteran" means any person honorably discharged from, ~~or~~ released under honorable conditions from [or released with an other than honorable discharge based on a qualifying condition from](#) active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. ["Qualifying condition" means \(A\) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, \(B\) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or \(C\) a determination that sexual orientation, gender identity, or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103\(c\), \(d\).](#)

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

[For the purposes of this policy, "race" is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.](#)

Any employee wishing to file a complaint regarding discrimination may obtain a copy of the Board's complaint procedures and complaint form which are included in the Board's Administrative Regulations Regarding Non-Discrimination/Personnel. These regulations accompany Board Policy #4111.1 and Board Policy #4211.1 and are available online at <http://www.westportps.org/district/policies> or upon request from the main office of any district school.

If a complaint involves allegations of discrimination or harassment based on reasons such as gender/sex of

disability, such complaints will be handled under other appropriate policies (e.g., Policy #[4118.112](#) and Policy #[4218.112](#), Sex Discrimination/Harassment in the Workplace; Policy #[4111.4](#) and [4211.4](#), Section 504/ADA).

Any employee also may file a complaint with the Office for Civil Rights, U.S. Department of Education (“OCR”):

Office for Civil Rights, Boston Office

U.S. Department of Education

8th Floor

5 Post Office Square

Boston, MA 02109- 3921

(617) 289-0111

<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Employees may also file a complaint regarding employment discrimination with the Equal Employment Opportunity Commission:

Equal Employment Opportunity Commission, Boston Area Office

John F. Kennedy Federal Building

475 Government Center

Boston, MA 02203

(800-669-4000)

Employees may also file a complaint with the Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities

450 Columbus Blvd.

Hartford, CT 06103-1835

(800-477-5737)

Anyone who has questions or concerns about this policy, or would like a copy of the Board’s complaint procedures or complaint forms related to claims of discrimination, may contact:

The Office of the Superintendent, 203-341-1025

Anyone who has questions or concerns about the Board’s policies regarding discrimination on the basis of gender/sex may contact the Board’s Title IX Coordinator:

~~Director~~ [Assistant Superintendent](#) of Human Resources and General Administration, 203-341-1023

Anyone who has questions or concerns about the Board’s policies regarding discrimination on the basis of disability may contact the Board’s Section 504/ADA Coordinator:

Assistant Superintendent of Pupil Personnel Services, 203-341-1250

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.

Age Discrimination in Employment Act, 29 U.S.C. § 621

Americans with Disabilities Act, 42 U.S.C. § 12101

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794

Title II of the Genetic Information Nondiscrimination Act of 2008, Pub.L.110-233, 42 U.S.C. § 2000ff; 29 CFR 1635.1 et seq.

Connecticut General Statutes § [10](#)-153. Discrimination on basis of marital status

Connecticut Fair Employment Practices Act, Connecticut General Statutes § [46a](#)-60

Connecticut General Statutes § [46a](#)-81a Discrimination on basis of sexual orientation: Definitions

Connecticut General Statutes § [46a](#)-81c Sexual orientation discrimination: Employment.

Public Act 17-127, An Act Concerning Discriminatory Practices Against Veterans, Leaves of Absence for National Guard Members, Application for Certain Medicaid Programs, and Disclosure of Certain Records to Federal Military Law Enforcement.

Policy adopted: October 1976 WESTPORT PUBLIC SCHOOLS

Policy amended: December 1978 Westport, Connecticut

Policy amended: March 2005

Policy amended: January 22, 2018

Policy amended: November 11, 2019

Policy amended:

~~WESTPORT PUBLIC SCHOOLS~~

~~Westport, Connecticut~~

Personnel -- Certified/Non-Certified

Prohibition of Sex Discrimination and Sexual Harassment in the Workplace

It is the policy of the Westport Board of Education (the “Board”) for the Westport Public Schools that any form of sex discrimination or sexual harassment is prohibited in the Board’s education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. It is the policy of the Board to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex and free from discrimination based on sex. ~~Verbal or physical conduct by a supervisor or co-worker relating to an employee's sex that has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's employment opportunities is prohibited.~~

The Board does not discriminate on the basis of sex in the education programs or activities that it operates and the Board is required by Title IX of the Education Amendments of 1972 and its implementing regulations (“Title IX”), [Title VII of the Civil Rights Act of 1964 \(“Title VII”\), and Connecticut law](#) not to discriminate in such a manner. [Discrimination or harassment on the basis of sex includes discrimination or harassment on the basis of gender identity or sexual orientation.](#) Students, Board employees and third parties are required to adhere to a standard of conduct that is respectful of the rights of all parties. Any employee or student who engages in conduct prohibited by this Policy shall be subject to disciplinary action, up to and including termination or expulsion, respectively. Third parties who engage in conduct prohibited by this Policy shall be subject to other sanctions, which may include exclusion from Board property and/or activities. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties.

For conduct to violate [Title IX](#) ~~this Policy~~, the conduct must have occurred in an education program or activity of the Board; the conduct must have occurred within the United States of America; and the complainant must be participating in or attempting to participate in the education program or activity of the Board. Conduct that does not meet these requirements still may constitute a violation of [Title VII, Connecticut law, and/or](#) another Board policy.

The Superintendent of Schools shall develop Administrative Regulations implementing this Policy and in accordance with Title IX, [Title VII, and Connecticut law](#) (the “Administrative Regulations”).

Sex discrimination occurs when an employer refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to his or her compensation, terms, conditions, or privileges of employment on the basis of the individual’s sex. Sex discrimination also occurs when a person, because of his or her sex, is denied participation in, or the benefits of, any education program or activity receiving federal financial assistance.

Sexual harassment [under Title IX](#) means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo);
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board's education programs or activities; or
- (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Sexual harassment under Title VII and Connecticut law means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

(2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Reporting Sex Discrimination or Sexual Harassment

It is the express policy of the Board to encourage victims of sex discrimination and/or sexual harassment to report such claims. Employees are encouraged to report complaints of sex discrimination and/or sexual harassment promptly in accordance with the appropriate process set forth in the Administrative Regulations. The Board directs its employees to respond to such complaints in a prompt and equitable manner.

Violations of this Policy by employees will not be permitted and may result in discipline up to and including discharge from employment. Individuals who engage in acts of sex discrimination or sexual harassment may also be subject to civil and criminal penalties. Retaliation against any employee for complaining about sex discrimination or sexual harassment is prohibited under this Policy and illegal under state and federal law.

Any Board employee with notice of sex discrimination and/or sexual harassment allegations shall immediately report such information to the building principal and/or the Title IX Coordinator, or if the employee does not work in a school building, to the Title IX Coordinator.

The Westport Public Schools administration (the "Administration") shall provide training to Title IX Coordinator(s), investigators, decision-makers, and any person who facilitates an informal resolution process (as set forth in the Administrative Regulations). ~~Such training will include information on~~ which training shall include, but need not be limited to, the definition of sex discrimination and sexual harassment, the scope of the Board's education program and activity, how to conduct an investigation and implement the grievance process, and how to serve impartially, including by avoiding prejudice of the facts at issue, conflicts of interest, and bias. The Administration shall make the training materials used to provide these trainings publicly available on the Board's website. The Administration shall also periodically provide training to all Board

employees on the topic of sex discrimination and sexual harassment under Title IX, [Title VII, and Connecticut law](#), which shall include but not be limited to when reports of sex discrimination and/or sexual harassment must be made. The Administration shall distribute this Policy and the Administrative Regulations to employees, union representatives, students, parents and legal guardians and make the Policy and the Administrative Regulations available on the Board's website to promote an environment free of sex discrimination and sexual harassment.

The Board's Title IX Coordinator is John Bayers, Director of Human Resources and General Administration. Any individual may make a report of sex discrimination and/or sexual harassment directly to the Title IX Coordinator using any one, or multiple, of the following points of contact:

**110 Myrtle Avenue
Westport, CT 06880
jbayers@westportps.org
203-341-1004**

[Board employee in receipt of allegations of sex discrimination or sexual harassment, or in receipt of a formal complaint, shall immediately forward such information to the Title IX Coordinator. Board employees](#) ~~Any individual~~ may also make a report of sexual harassment and/or sex discrimination to the U.S. Department of Education: Office for Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone: 617-289-0111).

Employees may also make a report of sexual harassment and/or sex discrimination to the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103-1835 (Telephone: 860-514-3400).

Legal References:

Civil Rights Act of 1964, Title VII, 42 U.S.C. § 2000e-2(a).
Equal Employment Opportunity Commission Policy Guidance on Current Issues of Sexual Harassment (N-915.050), March 19, 1990.
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.
Title IX of the Education Amendments of 1972, 34 CFR § 106, et seq.
Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)
Conn. Gen. Stat. § 46a-54 - Commission powers
Connecticut General Statutes § 46a-60 Discriminatory employment practices prohibited.
Conn. Gen. Stat. § 46a-81c - Sexual orientation discrimination: Employment
Conn. Gen. Stat. § 10-153 - Discrimination on the basis of sex, gender identity or expression or marital status prohibited
Conn. Agencies Regs. §§ 46a-54-200 through § 46a-54-207

Policy adopted: June 23, 1995
REVISED: January 22, 2018
REVISED: August 31, 2020
[REVISED:](#)

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Instruction

Survey of Students/Student Privacy

Surveys can be a valuable resource for schools and when a survey is used, effort should be made to ask questions in a neutral manner to help ensure the accuracy of the survey.

Administrators, teachers, other staff members and the Board of Education may use surveys for many purposes. Such purposes may include, but are not limited to, determining the need for student services, determining prevailing views pertaining to proposed policies and/or practices, or determining student knowledge and/or attitudes related, to a specific subject or units. These are examples of surveys and not intended to be an all-inclusive listing. Surveys require administrative approval, as applicable. Responses to surveys will not be used in any identifying manner unless a legally recognized exception or exemption applies.

In accordance with federal law, the Board of Education adopts the following provisions related to student privacy.

I. Definitions

- A. "Invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- B. "Parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).
- C. "Personally identifiable information" includes, but is not limited to,
1. the student's name;
 2. the name of the student's parent or other family members;
 3. the address of the student or student's family;
 4. a personal identifier, such as the student's social security number, student ID number, student email, computer ID, other tracking code, or biometric record;
 5. other information that, alone or in combination, is linked or linkable to a specific student that would allow the identification of the student with reasonable certainty; or
 6. information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

- D. "Personal information" means individually identifiable information including—
1. a student's or parent's first and last name;
 2. a home or other physical address (including a street name and the name of a city or town), an email address, -or physical or technical (device) address or identifier;
 3. a telephone number; or
 4. a Social Security identification number.
- E. "Survey" is defined as the collection of information from two or more individuals through their responses to questions, but does not include a survey or evaluation administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.).

II. Student Surveys

All student surveys must be reviewed by the Superintendent, recommended to the Board of Education by the Superintendent, and shall have the approval of the Board of Education as to content and purpose.

Surveys conducted for agencies, organizations, or individuals other than the Westport Public Schools must have the recommendation of the Superintendent, or their designee, and approval of the Board of Education as to content and purpose.

- A. Surveys Funded in Whole or in Part by the U.S. Department of Education require an active opt-in by parents for student participation:
1. The administration shall make available for inspection by parents all instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation funded in whole or in part by the U.S. Department of Education.
 2. The administration shall obtain the prior written consent of the parent or student (if the student is an adult or an emancipated minor), prior to requiring a student to submit to a survey, analysis, or evaluation funded in whole or part by the U.S. Department of Education that reveals information concerning any of the following topics:
 - a. political affiliations or beliefs of the student or the student's parent;
 - b. mental or psychological problems of the student or the student's parent;
 - c. sex behavior or attitudes;
 - d. illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. critical appraisals of other individuals with whom respondents

have close family relationships;

f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

g. religious practices, affiliations, or beliefs of the student or of the student's parent; or

h. income (other than that required by law to determine eligibility in a program or for receiving financial assistance under such program).

B. All Other Online Surveys, including internal and third party, shall require the administration to give ample and adequate notice, offer parents the option to review the survey, and opt out of one or all surveys. When possible, the student should be given the option to complete a survey on paper (not digital platform):

1. All Surveys, Including Internal and Third Party

a. Prior to distributing any survey, the administration shall give specific, stand-alone notification, at least two weeks in advance, of that particular survey to parents (or in the case of an adult or emancipated minor, themselves) of the district's intent to distribute a survey. The administration shall give parents the option of email or written opt-out. If possible, the student should be given the option to take the survey using pencils/pen and paper.

b. The notice for any survey shall contain information fully disclosing the group or groups who are conducting the survey, the purpose of the survey, clear disclosure on whether any question in the survey would be considered a confidential/sensitive topic, the timing/date of when the survey will be administered, and the date by which an opt-out would need to be received and the link or email address to which to send the opt-out.

c. Upon request, the administration shall permit parents to inspect any survey before it is administered or distributed by a school to a student. The administration shall make electronic or print versions of a survey available to parents for a minimum of 10 school days. Communication to parents about how and where to review the survey shall be clear and communicated in a dedicated email. The communications shall clearly state that the school is unable to guarantee that a survey is anonymous. The school shall make every effort to make it easy for parents to review surveys.

d. At no time are surveys considered student records and any survey results shall receive the highest level of data and privacy protections. All survey results shall be subject to the district's Confidentiality and Access to Student Records Policy and any administrative regulations or procedures governing student data privacy confidentiality of student records.

2. Confidential Topic Surveys

- a. The provisions of this subsection apply to any survey (i.e., any access to, linkage with, or collection of personally identifiable information from students, whether or not it resembles a formal "survey), regardless who sponsors it, or whether it is sponsored at all, which contains questions pertaining to one or more of the following items ("Confidential Topic Surveys"):
- i) political affiliations or beliefs of the student or the student's parent,
 - ii) mental or psychological problems of the student or the student's parent,
 - iii) sex behavior or attitudes,
 - iv) illegal, anti-social, self-incriminating, or demeaning behavior,
 - v) critical appraisals of other individuals with whom respondents have close family relationships,
 - vi) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
 - vii) religious practices, affiliations, or beliefs of the student or of the student's parent,
 - viii) income (other than that required by law to determine eligibility in a program or for receiving financial assistance under such program).
 - ix) biometric records
 - x) medical/genetic information
- b. Prior to distributing any survey, the administration shall give specific, stand-alone notification, at least two weeks in advance, of that particular survey to parents (or in the case of an adult or emancipated minor, themselves) of the district's intent to distribute a survey. The administration shall give parents the option of email or written opt-out. If possible, the student should be given the option to take the survey using pencils/pen and paper.
- c. The notice for any survey shall contain information fully disclosing the group or groups who are conducting the survey, the purpose of the survey, clear disclosure on whether any question in the survey would be considered a confidential/sensitive topic, the timing/date of when the survey will be administered, and the date by which an opt-out would need to be received and the link or email address to which to send the opt-out..

- d. Upon request, the administration shall permit parents to inspect any survey before it is administered or distributed by a school to a student. The administration shall make electronic or print versions of a survey available to parents for a minimum of 10 school days. Communication to parents about how and where to review the survey shall be clear and communicated in a dedicated email. The communications shall clearly state that the school is unable to guarantee that a survey is anonymous. The school shall make every effort to make it easy for parents to review surveys.
- e. Confidential Topic Surveys may not be administered to students whose parents (or, in the case of an adult or emancipated minor, the student himself) has submitted a written opt-out for such Surveys. Where parents (or adult or emancipated minor students) have not opted out to all such Surveys at the beginning of the year, the administration or individual teachers shall solicit a written opt-out in advance of a specific Survey. A written opt-out for that Survey shall only apply to that Survey, and shall include, where possible, -the option to use paper and pencil for that Survey, in lieu of a web-based platform. Furthermore, it shall be the responsibility of the administration to provide, at a minimum, annual training on policies governing the use of Confidential Topic Surveys.
- f. At no time are surveys considered student records and any survey results shall receive the highest level of data and privacy protections. All survey results shall be subject to the district's Confidentiality and Access to Student Records Policy and any administrative regulations or procedures governing student data privacy confidentiality.

III. Collection of Personal Information

- A. The provisions of this subsection apply to any instrument designed to collect personal information from a student for the purpose of marketing, selling or otherwise distributing such information or providing that information to others for that purpose. The provisions of subsection II, above, apply to any instruments described in this section that also meet the requirements of subsection II.
- B. At the beginning of the school year, the administration shall give direct notice to parents of affected students (or to the students aged eighteen (18) or older or emancipated minors) of the district's intent to collect, disclose or use personal information collected from students for the purpose of marketing, selling or otherwise distributing such information or providing that information to others for that purpose. Such notice shall include the specific or approximate dates during the school year of such collection, disclosure or use of personal information.
- C. Upon written request, the administration shall permit parents to inspect an instrument designed to collect personal information of students before it is administered or distributed by a school to a student. The administration shall grant reasonable access to the instrument within a reasonable period of time after a parental request is received.

- D. The administration will require parents (or students aged eighteen (18) or older or emancipated minors) to opt in to participation in the collection, disclosure or use of personal information obtained from students for the purposes of marketing, selling or otherwise distributing the personal information to others for that purpose.
- E. The provisions regarding the collection, disclosure and/or use of personal information do not apply to personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:
1. college or other post-secondary education recruitment, or military recruitment*;
 2. book clubs, magazines, and programs providing access to low-cost literary products;
 3. curriculum and instructional materials used by elementary schools and secondary schools;
 4. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
 5. the sale by students of products or services to raise funds for school-related or education-related activities;
 6. student recognition programs.

*Note: Notwithstanding the foregoing, the district will permit parents and students over the age of eighteen (18) or emancipated minors to prevent disclosure of secondary school students' names, addresses and telephone numbers to military recruiters and institutions of higher education, in accordance with the district's Confidentiality and Access to Student Records Policy.

IV. Non-Emergency Invasive Physical Examinations and Screenings:

- A. The provisions described in this subparagraph shall apply to any non-emergency, invasive physical examinations/screenings conducted by the school district, when such examinations/screenings meet the following conditions:
1. they are required as a condition of attendance;
 2. they are administered by the school and scheduled by the school in advance;
 3. they are not necessary to protect the immediate health and safety of the students; and
 4. they are not required by state law.

- B. At the beginning of the school year, the administration shall give direction

parents of affected students (or the affected student if eighteen (18) or older or an emancipated minor) of the district's intent to conduct non-emergency invasive physical examination(s)/ screening(s) described above, except for hearing, vision or scoliosis screenings. Such notice shall include the specific or approximate dates during the school year of the administration of such the non-emergency invasive physical examination(s) / screening(s).

C. Upon written request, the administration shall permit parents of affected students or the affected students (if adults or emancipated minors) to opt out of participation in the non-emergency invasive physical examination(s)/screening(s) described in this subparagraph.

V. Complaint Procedure

Parents or students (if adults or emancipated minors) who believe that their rights under this policy have been violated may file a complaint with:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

(cf. 6161 – Instructional Materials Selection)

Legal Reference:

Family Educational Rights and Privacy Act (FERPA), codified at 20 U.S.C. § 1232g; 34 CFR Part 99

Protection of Pupil Rights Amendment, Public Law 107-110, § 1061, codified at 20 U.S.C. § 1232h

Policy adopted:

WESTPORT PUBLIC SCHOOLS
Westport, Connecticut

Community Relations

Policy Regarding Possession of Deadly Weapons or Firearms

I. Definitions:

A. **Deadly Weapon** means "any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles." Conn. Gen. Stat. § 53a-3 (6).

B. **Firearm** means "any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver or other weapon, whether loaded or unloaded from which a shot may be discharged." Conn. Gen. Stat. § 53a-3 (19).

C. **Peace Officer** means "a member of the Division of State Police within the Department of Emergency Services and Public Protection or an organized local police department, a chief inspector or inspector in the Division of Criminal Justice, a state marshal while exercising authority granted under any provision of the general statutes, a judicial marshal in the performance of the duties of a judicial marshal, a conservation officer or special conservation officer, as defined in section 26-5, a constable who performs criminal law enforcement duties, a special policeman appointed under section 29-18, 29-18a or 29-19, an adult probation officer, an official of the Department of Correction authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, any investigator in the investigations unit of the office of the State Treasurer, an inspector of motor vehicles in the Department of Motor Vehicles, who is certified under the provisions of sections 7-294a to 7-294e, inclusive, a United States marshal or deputy marshal, any special agent of the federal government authorized to enforce the provisions of Title 21 of the United States Code, or a member of a law enforcement unit of the Mashantucket Pequot Tribe or the Mohegan Tribe of Indians of Connecticut created and governed by a memorandum of agreement under section 47-65c who is certified as a police officer by the Police Officer Standards and Training Council pursuant to sections 7-294a to 7-294e, inclusive." Conn. Gen. Stat. § 53a-3 (9).

D. **Real Property** means the land and all temporary and permanent structures comprising the district's elementary and secondary schools, and administrative office buildings. Real property includes, but is not limited to, the following: classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots.

E. **School-Sponsored Activity** means "any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property." Conn. Gen. Stat. § 10-233a(h).

II. Prohibition of Deadly Weapons and Firearms

In accordance with Conn. Gen. Stat. § 29-28(e) and § 53a-217b, the possession and/or use of a deadly weapon or firearm on the real property of any school or administrative office building in this

Bylaws of the Board

MEETING CONDUCT

1. Meeting Conduct

- A. Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the provisions of the Freedom of Information Act and the adopted bylaws of the Board.
- B. All Board meetings shall commence at, or as close as practicable to, the stated time, provided there is a quorum.
- C. All regular and special Board meetings shall be guided by an agenda which will have been prepared and delivered in advance to all Board members and other designated persons.
- D. Robert's Rules of Order shall govern the proceedings of the Board except as otherwise provided by these bylaws.

2. Smoking, Vaping, and Use of Electronic Nicotine Delivery Systems

- A. Use of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), or vapor products will not be permitted in any room in which a meeting of the Board of Education is being conducted, nor during the time immediately prior to the meeting.
- B. A sign notifying the public that no smoking is allowed in the place designated for the meeting will be prominently posted.

3. Procedures for Participation By Means of Electronic Equipment

A. Board members may participate in meetings by means of electronic equipment (e.g., telephone, video conference) under the conditions set forth herein. When such conditions are met, any Board member participating by means of electronic equipment shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:

1. The facility that is made available to the public that wishes to attend the meeting must be located where the greatest number of Board of Education members are located;
2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and
3. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including their individual remarks and votes.

B. When a Board member is participating in a meeting by means of electronic equipment, the Chairperson shall take the necessary steps to ensure that the three conditions enumerated above are met. In addition, the Chairperson shall take the necessary steps to ensure that a Board member participating by means of electronic equipment has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.

4. Public Address

A. The Board may permit any town resident or employee, [or any parent/guardian of an enrolled student](#), to address the Board concerning any subject that lies within its jurisdiction during a portion of the Board's regular meetings so designated for such purpose.

~~(1)~~1. Two (2) minutes may be allotted to each speaker on non-agenda items and three (3) minutes on agenda items with a maximum of fifteen (15) minutes on non-agenda items. The Board may modify these limitations at the beginning of a meeting if the number of persons wishing to speak makes it advisable to do so.

~~(2)~~2. A Board of Education member shall be appointed by the Chairperson prior to the meeting to act as timekeeper for the meeting, if deemed necessary by the Chairperson.

~~(3)~~3. No boisterous conduct shall be permitted at any Board of Education meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's

privilege of address.

(4) All speakers must identify themselves by name and address.

Legal References:

Connecticut General Statutes

[1-200](#) Definitions

[1-206](#) Denial of access of public records or meeting. Notice. Appeal.

[1-225](#) Meetings of government agencies to be public.

[1-232](#) Conduct of meetings. (re: disturbances)

Freedom of Information Commission Advisory Opinion #41 (April 9, 1980)

Bylaw adopted by the Board: November 11, 2019

Revised: June 14, 2021

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut

Instruction

Instructional Materials Selection

Preface

~~We live in a democratic society which depends on the rights of its citizens to make choices. Making wise choices is possible only if there is freedom of speech, of press, of assembly and of teaching. These freedoms protect the people in their right to hear, to read, to discuss, and to reach judgments according to individual conscience. Without the possession and the exercise of these rights, democracy is impossible.~~

~~Ultimate responsibility for the instructional materials used in Westport town schools rests with the Board of Education which delegates the selection of materials to the Superintendent and the professional staff. It is the responsibility of the Superintendent and the staff to adopt and purchase those instructional materials which they believe will do the best job of carrying out the educational goals and objectives set by the Westport Board of Education.~~

Purpose and Responsibilities

~~The purpose of education remains what it has always been in a free society: to develop free and reasoning human beings who can think for themselves, who understand their own and to some extent, other cultures, who lives compassionately and cooperatively with others, who respect both themselves and others, who has developed self-discipline and self-motivation and exercises both; to teach them the basic skills; and to give them that foundation of knowledge needed by responsible and productive citizens.~~

~~In selecting instructional materials for young people, teachers and librarians consider the contribution that the materials may make to the education of the student, their aesthetic value, honesty, appropriateness, and suitability to the developmental goal of a group of students or of an individual student. Teachers, however, may use different works for different purposes. Choosing materials to be used by an entire class is somewhat different from choosing materials to be used by small groups or by individuals in a media center. The continuing concern, commitment, and action by teachers, administrators, school boards, professional organizations, students, and the citizenry can insure the reality of academic freedom in a changing society.~~

Policy Objectives

~~The first objective of this policy is to establish guidelines for the selection of all materials used in the Westport Public Schools.~~

~~Materials selected will:~~

- ~~—enrich and support the curriculum;~~
- ~~—stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;~~
- ~~—provide a background of information which enables pupils to make intelligent judgments in their daily lives;~~
- ~~—provide a wide variety of views on issues so that young citizens may develop, under guidance, the practice of critical analysis of all media, and may recognize that differing viewpoints are valuable and to be welcomed, for out of them may come the synthesis of a new idea;~~
- ~~—be representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage and to world cultures;~~
- ~~—reflect the variety of roles individuals may play within the context of society, irrespective of origin or sex;~~
- ~~—place principle above personal opinion and reason above prejudice;~~
- ~~—be appropriate to the varied interests, abilities, and levels of maturity of students in form, structure, and content;~~
- ~~—be based upon critical review in educational and professional journals, in current periodicals, or~~

~~through professional analysis.~~

~~No one item or piece of educational material is expected to meet all of the above criteria.~~

~~The second objective of this policy is to establish appropriate procedures for the judicious consideration and resolution of complaints concerning educational materials in the Westport schools. Individuals having exhausted administrative channels should, if they desire, submit in writing to the Board of Education their complaints on the approved form entitled "Citizen's Request for Reconsideration of Materials" within 30 days following the Superintendent's decision.~~

General

The Board of Education shall provide educational materials and equipment that support and enrich the curriculum and further the achievement of the school system's instructional goals.

Adoption of new textbooks shall require a two-thirds vote of all the members of the Board, notice of such intended change having been previously given at a meeting at least one week prior to the vote. Textbooks shall be defined as the primary or basic reading for students in a particular subject and student section in a semester or during the entire school year; supplemental and reference books shall not be considered to be textbooks.

Selection

Basic textbooks will be continuously reviewed to keep up with the expansion of knowledge and rapid changes in the world and to present balanced views on international, national, and local issues and problems of the past, present, and future. Textbooks should further:

1. provide materials to stimulate growth in factual knowledge, literary appreciation, aesthetic and ethical value;
2. provide materials to help students develop abilities in critical reading and thinking;
3. provide materials to help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world;
4. provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, sexual orientation or disabilities;
5. allow sufficient flexibility for meeting the special needs of individual students and groups of students.

Any textbook or learning material that will serve the function of a textbook must be processed through the district primary learning material adoption procedure and formally adopted by the Board of Education. This applies to a textbook or material that will be used as a primary learning tool on an ongoing basis with the majority of students in a class, course, or learning group within a class.

Primary learning materials are textbooks, paperback books, audiovisual kits, or other instructional materials which are:

- used for the duration of a course or school year; the majority of assignments are derived from such material.
- used by all students in a class, course, or learning group within a class.

The administration will develop and maintain a procedure for selecting materials which meets the aforementioned criteria. Such procedure shall include the opportunity for professional staff to analyze, evaluate, and recommend primary learning materials for adoption.

The administration will develop and maintain a procedure for selecting materials which meets the aforementioned criteria. Such procedure shall include the opportunity for professional staff to analyze, evaluate, and recommend primary learning materials for adoption.

Instructional Materials

Basic textbooks, instructional materials, and equipment shall be furnished by the Board of Education for all district students with the following exceptions:

1. Individual project materials to be used in the industrial arts, homemaking, and art courses.
2. Materials to be used for special projects not required for credit in a course.

3. Personal clothing items worn for physical education and other in-school athletic activities.

The administration will develop rules for textbook selection which meet the above criteria, including:

1. analysis, evaluation, and recommendation by professional staff.

2. the opportunity for interested citizens in the district to review recommended textbooks.

According to state law, the Board of Education will make final textbook selections.

(cf. 1312 Public Complaints)

Legal Reference Connecticut General Statutes

10-221 Boards of Education to prescribe rules.

10-222a Boards to have use of funds derived from repayment for school materials.

10-228 Free textbooks, supplies, materials and equipment.

10-229 Change of textbooks.

President's Council, District 25 v. Community School Board no. 25, 457 F.2d 289 (1972), cert. denied 409 U.S.C. 998 (Nov. 1972)

Minarcini v. Strongsville City School District, 541 F.2d 577 (6th Cir. 1976).

Island Trees Union Free School District Board of Education v. Pico, 457 US 853 (1982).

Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)

Policy adopted: 2006

WESTPORT PUBLIC SCHOOLS

Revised:

Westport, Connecticut

Instruction

Curriculum Design/Development

Curriculum development shall be guided by:

1. Needs assessments and information concerning the education of district students;
2. Range of student abilities, aptitudes, and interests;
3. Aspirations of school district residents for students;
4. Mobility of district population;
5. Avoidance of discrimination;
6. Reduction of duplication of effort and repetitive curricula among various school levels and coordination of courses of study and syllabi;
7. Provisions of negotiated agreements.

The curriculum development/revision process will be conducted by a District Curriculum Committee that has the responsibility to recommend, develop, review, and approve all curriculums for the District and said curriculum shall be subject to the approval of the Board of Education.

The Board of Education reserves the responsibility for establishing and approving curricula for the school district. Teachers shall teach within the approved curricula. (Alternative language: The Board of Education has responsibility and authority for the district's curriculum, subject to any limits specified by the State.)

Parental input and/or involvement will be offered at different stages of the process.

Legal Reference: Connecticut General Statutes

10-16b Prescribed courses of study.

10-16c et seq. re family life education.

10-17 English language to be medium of instruction.

10-17 et seq. re Bilingual instruction.

10-18 Courses in United States history, government and duties and responsibilities of citizenship.

10-18a Contents of textbooks and other general instructional materials.

10-18b et seq. re Firearms safety programs.

10-19 Effect of alcohol, nicotine or tobacco and drugs to be taught. Training of personnel. Evaluation of programs by alcohol and drug abuse commission and department of education.

10-19a et seq. re Substance abuse prevention team.

10-24 Course in motor vehicle operation and highway safety.

10-21 et seq. re Vocational education and cooperation with business.

10-220 Duties of boards of education as amended by PA 08-153.

10-221a High School graduation requirements.

Policy adopted:

WESTPORT PUBLIC SCHOOLS

Westport, Connecticut